



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

2525 Grand Avenue, Long Beach, California 90815 (562) 570-4012 FAX (562) 570-4049

TRANSFER OPPORTUNITIES – CLERK TYPIST

OCCUPATIONAL HEALTH CLINIC

(Open to current, permanent City employees)

The City of Long Beach Department of Health and Human Services/Occupational Health Division is accepting applications for two full-time CLASSIFIED Clerk Typist positions. Candidates with 1 year or more of existing medical clinic clerical experience are highly desirable.

CLERK TYPIST III

Salary Range: \$2,290 - \$3,131 per month

Duties:

- Provide clerical supervision in Occupational Health clinic
 - Ensure the efficient flow of paperwork/documentation
 - Coordinate modified-duty worker health information
 - Communicate with external medical offices
 - Assist with contract and invoice processing
 - Assist in maintaining contract files, including filing
 - Support data entry and maintenance of databases
 - Operate a variety of office machines (i.e., copier, fax)
 - Other duties as assigned.
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CLERK TYPIST II

Salary Range: \$2,126 - \$2,884 per month

Duties:

- Provide front desk support in Occupational Health (OH) clinic
- Ensure the efficient and timely data entry of information in Occupational Health Mgt (OHM) System
- Provide oversight of OH support
- Assist in maintaining contract files, including filing
- Operate a variety of office machines (i.e., copier, fax)
- Other duties as assigned.

Mail, fax or email resume with cover letter indicating position of interest to:

DEADLINE: Open Until Filled

Irene Grace, M.D., Occupational Health Division Officer
City of Long Beach Department of Health and Human Services
2525 Grand Avenue
Long Beach, CA 90815
FAX: (562) 570-4350

The City of Long Beach is an Equal Opportunity Employer. This information is available in an alternate format by request to the Payroll/Personnel Office at (562) 570-4012.